Sumter County Museum
JOB DESCRIPTION

Position: Collections Assistant
The Collections Assistant will work with the Curator of Collections in providing day to day care of the Sumter County Museum’s extensive and varied collection of approximately 200,000 artifacts. This will include tasks such as cataloguing incoming items through PastPerfect, processing and maintaining digital and paper records, and organizing current research materials. This new position will also be responsible for finding and implementing ways to connect local community to museum’s collections. It is an exciting time for the Sumter County Museum as we are in the process of developing plans for future collections storage. This position may be asked to assist in this process.

Essential Duties
- Process incoming collection donations through PastPerfect database.
- Work with Curator of Collections on determining needs of current collection.
- Prepare items for storage and/or exhibition.
- Work with Executive Director on choosing objects for exhibition. Develop form to track movement of collections from storage to exhibit or other location.
- Monitor exhibit and storage rooms with regards to humidity and other potential hazards. Inform Curator of Collections of any concerns.
- Develop and implement ways to connect local community to museum’s collections. These could include tasks like continuing the “From the Collection” video series highlighting items, social media posts regarding artifacts, programs for children and/or adults on collections, and behind the scenes tours. These are only a few ideas.
- May be asked to assist in the planning and implementation of new collection storage spaces.
- May be asked to oversee some collections volunteers.
- Answer general email/visitor requests regarding the museum’s archives.
- Prepare items for researchers and monitor their use.
- Answer phone and direct inquiries to appropriate staff when needed.
- Perform related duties as required when such duties are a logical and appropriate assignment to the position.

Skills, Knowledge, and Ability
- BA in History, Museum Studies, or related field.
- At least 2 years of experience, work or volunteer, in museum collections or equivalent education.
- Experience with museum databases; preferably PastPerfect.
- Knowledge of museum collections best practices.
- Knowledge of historical research techniques and resources.
- Demonstrated ability to prioritize tasks and to meet deadlines.
- Excellent organizational, interpersonal, and communication skills (both written and verbal).
- Ability to work independently and as part of team.
- Attention to detail; Consistency in procedures and quality of effort in all areas of work.
- Professional demeanor when meeting with potential donors and museum stakeholders.
- Ability to see the big picture in regard to all museum functions.
- Ability to lift 40 pounds.

HOURS: 20 hours per week/some flexibility in scheduling. Reports to Curator of Collections.
TO APPLY: Submit resume and cover letter to Annie Rivers at arivers@sumtercountymuseum.org